

NSH Individual Personal Property “Allowable List”

EFFECTIVE DATE: July 7, 2008

Page 1 of 11

ITEMS	PACKAGES RECEIVED BY MAIL (1)	PURCHASED @ Our Café or By-Choice	PURCHASED THROUGH VENDOR (1)	SUPERVISED ITEMS (2)	COMMENT (INFORMATION ON ITEMS-LIMITS, CONTAINERS, ETC.)
-------	-------------------------------------	---	------------------------------------	-------------------------	--

The Following guidelines apply to all items listed on the Allowable List:

1. All electrical devices and/or equipment must be double insulated (must be so labeled by the manufacturer), or equipped with an additional conductor in the cord and have a 3 pin U-Ground hospital grade plugs; (refer to NSH AD # 288). Electrical appliances and/or equipment delivered to the Hospital must be assessed for electrical safety by the NSH Electric Shop prior to delivery to the individual or the unit. Electrical appliances and/or equipment in non-compliance shall be returned to sender/vendor.
2. Value of any item purchased must not exceed \$160.00.
3. Electronic Equipment with possible internet access capabilities will be evaluated by Information Systems Department staff, utilizing the Individual Owned Electronic Equipment Risk Assessment Form.
4. Unless otherwise indicated, the limit for all items on the Allowable List is one (1).
5. Additions to the list are highlighted.

ELECTRICAL APPLIANCES AND ENTERTAINMENT DEVICES:

ANTENNA, TV	X*	X	X*		Program Director approval required. Extendable antennas (Rabbit ears) not allowed. (PC)
BATTERIES	X*	X	X*		Limit at unit discretion to accommodate need. Excess batteries to be under staff control, and used batteries are to be turned in to staff for replacement.
BEARD TRIMMER	X*	X*	X*	C	Limit is one (1)
BOOK LIGHT, CLIP ON.		X			Limit is one (1), plastic only, battery operated.
BOOMBOX	X*	X	X*		Maximum size limit is 12x22x15-inch. No detachable speakers, or detachable cord without prior approval of the Program Director/designee; no external recording devices; however, audio equipment which can record directly from an internal source (radio or CD to tape only), is acceptable. No CB or police band. Alarm function is acceptable.
CALCULATOR	X*	X	X*		Calculator, translator, organizer, etc. hand held with up to four (4) modules/cartridges.
CD/DVD CASE	X*	X	X*		Cloth/Mesh material with plastic zipper only.
CHARGER, BATTERY	X*		X*	C	Cordless; Program Director approval required. Chargers with cord require staff supervision.
COFFEE POT GRINDER/MUG		X	X*		Only allowed on Open Units that have a unit kitchen. Must be stored in unit kitchen. US approval required. Note: Mug must be plastic, and does not need to come from vendor (exception).

1. Asterisk (*) indicates that the item must be received “factory” sealed.
2. C = Controlled Item (must be checked in/out by staff) and S = Supervised Item (requires direct staff supervision when in use)

NSH Individual Personal Property “Allowable List”

EFFECTIVE DATE: July 7, 2008

Page 2 of 11

ITEMS	PACKAGES RECEIVED BY MAIL (1)	PURCHASED @ Our Café or By-Choice	PURCHASED THROUGH VENDOR (1)	SUPERVISED ITEMS (2)	COMMENT (INFORMATION ON ITEMS-LIMITS, CONTAINERS, ETC.)
COMPACT DISKS (Including Cassette and VCR tapes, DVDs and CDs)	X*	X	X*		Limit of fifty (50) - (Any combination totaling 50, including game cartridges). Movie Industry films: non- rated and R-rated films allowed as published on the NSH Approved Movie List for R-rated movies. Adult or X-rated films not permitted. Videotapes of “significant family events” may be mailed from family members, but must be reviewed and approved by the IDT prior to the individual receiving the tape/disk. CDs with “Parental Advisory” require Program Director Approval. (PC)
CD / DVD PROTECTIVE COVERS	X*	X*	X*		Limit is fifty (50). Must be flexible sleeve type.
CD / DVD / GLASSES CLEANING CLOTH	X*	X	X*		Limit is two (2).
CONVERTER, VOLTAGE	X*	X	X*	C	For radios, TV’s, games, etc. Converters with cord need prior approval of Program Director/designee.
CURLING/ STYLING IRON	X*	X	X*	C	
DVD PLAYER, PORTABLE	X*		X*		1 Portable DVD Player, maximum 10” screen.
DVD/VIDEO TAPE PLAYERS	X*	X	X*		1 DVD Player, or, 1 VCR Player, or, 1 Combination VCR/DVD Player. Program Director approval required. Portable DVD Players Ten (10) inch screen (Maximum)
HAIR DRYERS			X*	C	
HEAD PHONES		X	X*		Headphone cord length, maximum 8 ft.
IPODS/MP3 PLAYERS	X*	X	X*		Shuffle #2 2GB.; 12-hour rechargeable battery
KEYBOARD (Casio Type)			X*		Approved by Program Director required. Must fit within Personal Locker.
NOSE HAIR TRIMMER	X*	X*	X*	C	Limit is one (1).
POWER CORD/ SURGE PROTECTOR		X	X*		1 each; 6 plug variety; 8” X 2” X 2”. Units purchased through OUR CAFÉ have been pre-approved for use on units. Program Director approval required.
RADIO, WALKMAN TYPE	X*	X	X*		Voice over feature not allowed.
RAZOR / SHAVER	X*	X	X*	S	Program Director approval required.

1. Asterisk (*) indicates that the item must be received “factory” sealed.

2. C = Controlled Item (must be checked in/out by staff) and S = Supervised Item (requires direct staff supervision when in use)

NSH Individual Personal Property “Allowable List”

EFFECTIVE DATE: July 7, 2008

Page 3 of 11

ITEMS	PACKAGES RECEIVED BY MAIL (1)	PURCHASED @ Our Café or By-Choice	PURCHASED THROUGH VENDOR (1)	SUPERVISED ITEMS (2)	COMMENT (INFORMATION ON ITEMS-LIMITS, CONTAINERS, ETC.)
REMOTE CONTROL DEVICES Including Universal		X	X*		One per approved electronic appliance
TELEVISION, 13" TV/VCR or 13" TV/DVD or 15" Flat Screen (LCD type)	X*		X*		Must fit within Personal Locker. TV/VCR, 14 ¼"X15 3/4"X15", TV/DVD, 14 ½"X 15"X15". Flat Screen LCD, 17"H x 16"W max. Program Director approval.
TYPEWRITER CORRECTION TAPE	X*	X	X*		Includes ribbon cassette.
VIDEO GAME PLAYER/GAMES	X*	X	X*		Hand-held devices only. Limit of ten (10) video games. (Video game cartridges are counted as Games not rated, or rated "Teen", "Adult" or "Mature" require Program Director approval.

PERSONAL CARE ITEMS:

AIR FRESHIONER		X	X*		
CHAP STICK		X	X*		
COLOGNE, PERFUME		X	X*	S	Including after-shaves, etc. Reasonable quantities; No glass containers, plastic only. Container size limited to 6 oz.
COMB, PLASTIC	X*	X	X*		Combs with handles are no longer permitted. Until a replacement is identified, current long handled combs are considered "C" = Controlled items.
COSMETIC/ TOILETRY BAG	X	X	X		clear vinyl, plastic
COSMETICS, MAKE-UP		X	X*		No glass. Compacts may not contain glass mirrors.
CURLING/ STYLING IRON	X*	X	X*	C	
DENTAL FLOSS	X*	X	X*	S	
DENTURE ADHESIVE	X*	X	X*	S	
DENTURE CLEANERS		X	X*	S	Tablets only.
EMERY BOARDS	X*	X	X*		No metal.

1. Asterisk (*) indicates that the item must be received “factory” sealed.
2. C = Controlled Item (must be checked in/out by staff) and S = Supervised Item (requires direct staff supervision when in use)

NSH Individual Personal Property “Allowable List”

EFFECTIVE DATE: July 7, 2008

Page 4 of 11

ITEMS	PACKAGES RECEIVED BY MAIL (1)	PURCHASED @ Our Café or By-Choice	PURCHASED THROUGH VENDOR (1)	SUPERVISED ITEMS (2)	COMMENT (INFORMATION ON ITEMS-LIMITS, CONTAINERS, ETC.)
HAIR BRUSH	X*	X	X*	C	Plastic only. Hair brush with handles are no longer permitted. Until a replacement is identified, hair brushes are considered “C” = Controlled items and must be kept in individual's grooming supplies and returned to staff immediately after use.
HAIR DRYERS			X*	C	
HAIR GROOMING AIDS		X	X*		Vendor items received in plastic sealed containers. Alcohol based items are controlled items.
HAIR PICK	X*	X	X*	C	Plastic only. Must be kept in individual's grooming supplies and returned to staff immediately after use.
HAIR ROLLERS	X*	X	X*	C	Limit to be determined by Unit Supervisor.
HAIR SPRAY		X	X*	S**	Non-aerosol, pump only, plastic container only. ** Alcohol based products are supervised items.
HAIR TIES OR BANDS	X*	X	X*		Nylon/Rubber: 1” – 2” in Diameter; For use in Grooming of hair, only
HYGIENE PRODUCTS		X	X*	S**	All Hygiene Products – Limit is three (3): deodorant, Kleenex, sanitary pads, tampons, non-aerosol products, pump only for both men and women. No glass containers. ** Alcohol based products are supervised items.
LOTION, HAND		X	X*		
MINERAL OIL		X	X*	C	Limit 12 oz size.
POLISH REMOVER, NAIL	X*	X	X*	S	Reasonable quantity. No glass, clear plastic container.
POLISH, NAIL	X*	X	X*	S	Reasonable quantity. Glass container OK
RAZOR / SHAVER	X*	X	X*	S	Program Director approval required.
SHAMPOO, NON-MEDICATED		X	X*		Limit is three (3).
SHAVING CREAM		X	X*	S	
SOAP	X*	X*	X*		Limit is five (5) bars.
SOAP CONTAINER		X	X		Plastic only.
TOOTHBRUSH LOCKED UNITS					State issue only.
TOOTHBRUSH OPEN UNITS	X*		X*		Limit is three (3).

1. Asterisk (*) indicates that the item must be received “factory” sealed.

2. C = Controlled Item (must be checked in/out by staff) and S = Supervised Item (requires direct staff supervision when in use)

NSH Individual Personal Property “Allowable List”

EFFECTIVE DATE: July 7, 2008

Page 5 of 11

ITEMS	PACKAGES RECEIVED BY MAIL (1)	PURCHASED @ Our Café or By-Choice	PURCHASED THROUGH VENDOR (1)	SUPERVISED ITEMS (2)	COMMENT (INFORMATION ON ITEMS-LIMITS, CONTAINERS, ETC.)
TOOTHPASTE		X	X*		Limit is three (3).
VASELINE		X	X*	C	12 oz. size or smaller.

CLOTHING ITEMS – WEATHER GEAR:

BATHROBE MEN & WOMEN					State issue. ONLY
BEANIE/CAP; KNIT	X	X	X		State issue and One (1) Individual purchase. Non-offensive, non-gang related.
BELT					State issue – Khaki.
BELT BUCKLE	X		X		2x3 inch limit, no sharp edges. Limit 1
BRA	X		X		Limit of ten (10); State issued/Individual purchase; (No under-wire). (May include “Sports Bra’s”)
CAPS	X	X	X		Limit is one each: State issue and Individual purchase. Non-offensive, non-gang related logos and no solid blue or red
GLOVES, PLAIN	X		X		Limit one (1) pair. No leather, no studs, jewelry, etc.
GLOVES, WEIGHT LIFTING	X		X		Limit two (2) pairs.
HANDKERCHIEFS (WHITE)	X*	X	X*		Limit ten (10).
HAT WITH BRIM					State Issue or Purchased (via points) through the By Choice Store.
JACKET, KHAKI/ MEN & WOMEN					State Issue only.
NIGHTGOWN/ WOMEN					Limit two (2), State issued.
PAJAMAS/ MEN & WOMEN					Limit two (2), State issued.
PANTS/MEN, KHAKI					Four (4) pairs, State issue. Allotment for individuals who work is six (6)
PANTS/WOMEN, BROWN					Four (4) pairs, State issue. Allotment for individuals who work is six (6)
SANDALS, THONGS	X*	X	X		Outdoor Style/type (like Birkenstocks) no metal.
SHIRTS, KHAKI/ COLLARED,					Limit four (4), State issued. Allotment for individuals who work is six (6)

1. Asterisk (*) indicates that the item must be received “factory” sealed.
2. C = Controlled Item (must be checked in/out by staff) and S = Supervised Item (requires direct staff supervision when in use)

NSH Individual Personal Property “Allowable List”

EFFECTIVE DATE: July 7, 2008

Page 6 of 11

ITEMS	PACKAGES RECEIVED BY MAIL (1)	PURCHASED @ Our Café or By-Choice	PURCHASED THROUGH VENDOR (1)	SUPERVISED ITEMS (2)	COMMENT (INFORMATION ON ITEMS-LIMITS, CONTAINERS, ETC.)
MEN & WOMEN					
SHOES, TENNIS			X	C**	Limit two (2) pairs: 2 Velcro type; or, One (1) Velcro, One (1) athletic type, No shoe laces. ** Shoe laces to be staff controlled.
SHORTS, GYM: MEN – KHAKI WOMEN – BROWN					State issued.
SHORTS, KHAKI, MEN – KHAKI WOMEN – BROWN					Limit three (3), State issued.
SLIPPERS, SOFT			X		Flexible, foldable
SOCKS, PAIR	X*		X		Limit of ten (10), no nylon.
SUSPENDERS	X*	X	X		Requires Physician' Order.
SWEATPANTS, MEN – KHAKI WOMEN – BROWN					Limit three (3), State issued. Allotment for individuals who work is five (5)
SWEATSHIRT, KHAKI, Men & Women					Limit three (3), State issued. Allotment for individuals who work is five (5)
THERMAL UNDERWEAR TOPS/BOTTOMS	X*		X		Limit two (2) pair. Must be white or off white in color. (INDIVIDUAL/FAMILY PURCHASES)
T-SHIRTS, KHAKI OR WHITE, MEN & WOMEN	X*		X		Limit of seven (7). State issued or purchased by individual. White Only. Short sleeve, crew neck only. No V-neck, logos, long sleeves or tank tops. Allotment for individuals who work is ten (10)
UNDERPANTS; LADIES	X*		X		Limit ten (10), Any Color. Allows for items other than State Property.
UNDERSHORTS, UNDERWEAR; MEN	X*		X		Limit ten (10). Any color briefs allowed. Boxers – white only.
WAVE CAP/ DO RAG	X*	X	X		Limit is (2) two. Black color only. Not to be worn off unit at any time (exception - unit courtyard/dining room)

EDUCATIONAL / STATIONERY / RECREATIONAL EQUIPMENT AND SUPPLIES:

ADDRESS BOOK	X	X	X		No metal binding.
ALBUM, PHOTO	X*	X	X*		Limit is two (2). No metal binding.

1. Asterisk (*) indicates that the item must be received “factory” sealed.
2. C = Controlled Item (must be checked in/out by staff) and S = Supervised Item (requires direct staff supervision when in use)

NSH Individual Personal Property “Allowable List”

EFFECTIVE DATE: July 7, 2008

Page 7 of 11

ITEMS	PACKAGES RECEIVED BY MAIL (1)	PURCHASED @ Our Café or By-Choice	PURCHASED THROUGH VENDOR (1)	SUPERVISED ITEMS (2)	COMMENT (INFORMATION ON ITEMS-LIMITS, CONTAINERS, ETC.)
ART SUPPLIES	X*	X	X*		Chalk pastel colors-1 box, 12 sticks Crayons-1 box, 16 colors. Art paper is limited to 50 sheets. Unit Supervisor to determine appropriate limitations.
BICYCLE	X	X	X		Open units only. Program Director approval required.
BINDER (THREE RING)		X			No metal binding or rings. IDT TEAM Approval
BOOK LIGHT WITH CLIP		X			PLASTIC only and battery operated
CALCULATOR	X*	X	X*		Calculator, translator, organizer, etc. hand held with up to four (4) modules/cartridges.
CALENDAR; POCKET, PAPER	X*	X	X*		No wire or hard plastic in binding.
CARDS GREETING	X*	X	X*		Unit Supervisor to determine appropriate limits.
CARDS, PLAYING	X*	X	X*		Regular and Pinochle card decks only.
CLOCK, ALARM		X	X*		Plastic; 3" X 5" or smaller. No cords. Battery type only, 1-2 AA batteries.
CRAFT PROJECTS	X*		X*	C	
FANNY PACKS	X	X	X		Plastic, no metal frame, Velcro strap.
GUITAR PICK	X*	X	X*		Limit is three (3). Must have appropriate music instrument. Plastic only.
GUITAR STRINGS	X*		X*	C	Nylon/gut only. No metal strings. Program Director approval required.
INSTRUMENTS, MUSIC	X	X	X	C	Guitars, etc. Nylon/gut strings only. No metal strings. Program Director approval required.
PEN, BALL POINT					State issued plastic "SHORT" pen, 3.5 inches long, with non-removable tube. Long Pens/standard size pens are approved for Individuals residing on Open-Units pending approval of I.D. Team. No Red pens.
PENCIL					State issued only.
PHOTOGRAPHS	X				No photos of patients that might pose a threat to security such as being used to make an employee I.D. badge.
PLASTIC BAG – ZIPLOCK		X			3 Each (3): One Gallon size; 12" X 12" for storage of food Items kept in Personal Locker identified in "Package Foods" Section

1. Asterisk (*) indicates that the item must be received “factory” sealed.

2. C = Controlled Item (must be checked in/out by staff) and S = Supervised Item (requires direct staff supervision when in use)

NSH Individual Personal Property “Allowable List”

EFFECTIVE DATE: July 7, 2008

Page 8 of 11

ITEMS	PACKAGES RECEIVED BY MAIL (1)	PURCHASED @ Our Café or By-Choice	PURCHASED THROUGH VENDOR (1)	SUPERVISED ITEMS (2)	COMMENT (INFORMATION ON ITEMS-LIMITS, CONTAINERS, ETC.)
PUBLICATIONS	X	X	X		One (1), current newspaper, may be “local” news paper; Ten (10) books or magazines. Requires prior I.D. Team approval before ordering. Final approval contingent on review by I.D. T. after receipt. Any publication that depicts or encourages sexual acts with children or behavior that may result in tissue damage will be considered contraband. Any other publication may only be denied following Hospital policy and procedures for denial of rights for cause.
RELIGIOUS MATERIALS	X		X		Staff are to check all items to ensure items do not contain metal, cords, or otherwise pose a safety or security risk.
STAMPS		X	X*		2 Books, first-class stamps in possession at any time. Pre-stamped embossed envelopes may be substituted for stamps.
STATIONERY		X	X*		Envelopes, writing paper. Unit Supervisor to determine appropriate limits.
TYPEWRITER	X*		X*	C	Not to exceed \$160.00 in value. Program Director approval required.
TYPEWRITER CORRECTION TAPE	X*	X	X*		Includes ribbon cassette.

FOOD AND BEVERAGE / STORAGE / SUPPLIES:

BEVERAGES		X	X		Ice tea, juice, nectar, and soda. All plastic containers (no metal or glass).
CANDY		X	X		Paper wrapped or Plastic container only.
CANNED FOODS	X	X	X	C	Only allowed on Open Units. Empty cans to be provided to staff.
CHEESE		X	X*		Plastic wrapped or in plastic container.
COCOA MIX		X	X*		
COFFEE INSTANT OR IN PACKETS		X	X*		Not to exceed 3 lbs. Decaffeinated Only.
COFFEE POT GRINDER	X*	X	X*		Only allowed on Open Units that have a unit kitchen. Must be stored in unit kitchen. US approval required.
CREAMER, COFFEE		X	X*		Not to exceed 2 lbs.

1. Asterisk (*) indicates that the item must be received “factory” sealed.
2. C = Controlled Item (must be checked in/out by staff) and S = Supervised Item (requires direct staff supervision when in use)

NSH Individual Personal Property “Allowable List”

EFFECTIVE DATE: July 7, 2008

Page 9 of 11

ITEMS	PACKAGES RECEIVED BY MAIL (1)	PURCHASED @ Our Café or By-Choice	PURCHASED THROUGH VENDOR (1)	SUPERVISED ITEMS (2)	COMMENT (INFORMATION ON ITEMS-LIMITS, CONTAINERS, ETC.)
CUP / TUMBLER / MUG	X*	X	X*		Sports container is permitted. May be thermal cups, tumblers, must be plastic (no metal or glass, or ceramic). Mugs/Cups limited to 20 oz., limit two (2) only.
FRESH FRUIT OR VEGETABLES		X	X*		Non-contraband container; Not requiring refrigeration, to be kept in patient food locker.
MILK, DRY or SOY		X	X		Not to exceed 2 lbs.
NUTS		X	X*		Plastic container only. Limit 2 lbs.
PACKAGE FOODS		X	X		Amount is limited to that which can easily fit into the individual's plastic storage container, as provided by the Hospital. Bagels, beef jerky, cake, cereal, chips, cookies, crackers, doughnuts, pastries, pop-corn, pretzels, instant soup, top ramen, not requiring refrigeration, to be kept in Plastic Container in Unit Canteen used for Individuals to maintain food goods. Reasonable amounts (generally defined as "to be consumed in a single day") may be stored in personal locker in proper container or Zip Lock Bag.
PLASTIC BAGS; "ZIP LOCK TYPE"		X			3 Each (3): One Gallon size; 12" X 12". For Storage of Food Items kept in Personal Locker.
PUNCH MIX, POWDERD		X	X*		In sealed container or envelope; Not to exceed three (3) pounds.
SEASONING		X	X		Open units, plastic container only. Must be stored in unit kitchen.
SUGAR, INDIVIDUAL PACKETS		X	X*		Not to exceed 1 lb. Includes sugar substitutes.
TEA, INSTANT OR BAGS		X	X*		Not to exceed three (3) pounds or 100 bags (May not contain any pharmaceutically active substance or caffeine).
TUPPERWARE, CONTAINERS	X	X	X		Must be able to fit in a 1 x 1 cubic ft. locker

MISCELLANEOUS ITEMS:

CASH / COINS MONEY					\$50.00 limit for individual possession (both on person and in unit wardrobe/property). Individuals are limited to a maximum of 15\$ in coins (quarters) to make telephone calls on units that are "cashless". (MS)
COMFORTER		X	X		Can be made by the individual or purchased. Must be washable. Maximum size is Twin Bed size.

1. Asterisk (*) indicates that the item must be received “factory” sealed.
2. C = Controlled Item (must be checked in/out by staff) and S = Supervised Item (requires direct staff supervision when in use)

NSH Individual Personal Property “Allowable List”

EFFECTIVE DATE: July 7, 2008

Page 10 of 11

ITEMS	PACKAGES RECEIVED BY MAIL (1)	PURCHASED @ Our Café or By-Choice	PURCHASED THROUGH VENDOR (1)	SUPERVISED ITEMS (2)	COMMENT (INFORMATION ON ITEMS-LIMITS, CONTAINERS, ETC.)
JEWELRY	X	X	X		Chains/Necklaces (limit 2 - single strand only), rings (limit 2 - No sharp edges). Earrings (Limit 4 pair) must be flat and no larger than a quarter. All others must be breakaways.
LANYARD					State issued only.
LAUNDRY PRODUCTS		X	X*	S	Sealed packages only. No bleach.
MEDICAL PROTHESIS	X		X		Eyeglasses, dentures, hearing aids, artificial eyes, limbs, braces, etc. requires physician's approval. Must be processed through Medical Ancillary Services.
PHONE CARDS	X	X	X		Limited to \$30.00 value of cards.
PURSE, CLUTCH	X	X	X		No metal frame or wire, no strap.
SUNGLASSES	X	X	X		Wire frames permitted.
TOTE BAG		X			Limit is one (1). Single or Double Strap, canvas or cotton or synthetic material, as available through “Our Café”.
WALLET	X	X	X		No metal.
WATCHES	X	X	X		No sharp edges. Alarm feature is allowed.

COMPUTERS – COMPUTER PRODUCTS:

NOTICE TO INDIVIDUALS: The Department of Mental Health continues to assess whether or not individual owned computers will be allowed. NSH is awaiting information before implementing any changes. CAC will be notified prior to any change in computer allowances occurring. Computer equipment with installed Wireless Internet Program is not permitted.

COMPUTERS	X*		X*		Lap Top only; Requires Program Director/designee approval. Refer to the limitations as indicated above.
Computer: I-MAC	X*		X*		Requires Program Director/designee approval. 30 ILB. Weight restriction is waived for this item. All computers will be assessed by ISD staff utilizing the “Individual Owned Electronic Equipment Risk Assessment Form” for CD rewrite or wireless internet capability, before computer will be provided to the individual. NO CDR-REWRITE CAPABILITY or Wireless Internet access capability allowed.
COMPUTER SOFTWARE	X*		X*		Must be installed when purchased.
COMPUTER COVER/ OR CARRIER		X	X*		Must not have strap or metal, other then zipper.

1. Asterisk (*) indicates that the item must be received “factory” sealed.
2. C = Controlled Item (must be checked in/out by staff) and S = Supervised Item (requires direct staff supervision when in use)

NSH Individual Personal Property “Allowable List”

EFFECTIVE DATE: July 7, 2008

Page 11 of 11

ITEMS	PACKAGES RECEIVED BY MAIL (1)	PURCHASED @ Our Café or By-Choice	PURCHASED THROUGH VENDOR (1)	SUPERVISED ITEMS (2)	COMMENT (INFORMATION ON ITEMS-LIMITS, CONTAINERS, ETC.)
COMPUTER FLASH DISKS		X*	X*		Limit is two (2)
EXTERNAL HARD DRIVE			X*		Limit is one (1)

1. Asterisk (*) indicates that the item must be received “factory” sealed.
2. C = Controlled Item (must be checked in/out by staff) and S = Supervised Item (requires direct staff supervision when in use)